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EXTRAORDINARY

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GOVERNMENT OF PUNJAB
WATER RESOURCES DEPARTMENT

NOTIFICATION

The 16th May, 2025

No:WR-IRWR014/3/2024-IW2/I/1102185/2025.- The Governor of Punjab is pleased to formulate Standard Operation Procedure (SOP) and Timeline for processing of Approval to be issued for "**Canal water usage for purposes other than Irrigation**" on WRD portal is framed as under:-

Procedure	Timeline For NOC (In working days)
1. Applicant can apply for NOC through a dedicated portal as per the checklist annexed as Annexure-A along with undertaking that the expenses to be incurred for creating the infrastructure required to provide water to the applicant will be borne by the applicant.	T0
2. Scrutiny of application: i. Executive Engineer/Canals (HO) will mark the case to ADE/Canals to scrutinize the application and attached documents for completeness. ii. In case of any deficiencies in the application, ADE/Canals shall raise observation to applicant to complete the application. iii. If no observation is raised by ADE/Canals within 2 working days or after response is received from applicant, the application is forwarded to Executive Engineer/Canals (HO) for scrutiny and acceptance within 1 working day. If any observation at this stage regarding completeness of application, it can be raised by Executive Engineer/Canals to the applicant or else after 1 working day the application is accepted as complete and application processing timeline is initiated. iv. After the Executive Engineer/Canals raises any observation regarding completeness of application and incomplete response is received from applicant (in the second attempt), the application may be returned. v. The date of acceptance of application as complete will be considered as date of submission.	T1=T0+2+1

3. Processing of application(Timeline started) i. The application shall be forwarded to the concerned XEN/Canals (Field) who will check and mark the application to the concerned SDO.	T1=T0+1
ii. The concerned SDO will check and mark the case for joint report to the concerned Zileadar and concerned JE.	T2=T1+1
iii. The concerned Zileadar and JE will jointly inspect the site and will give report as below: a. Zileadar will check and report regarding <ul style="list-style-type: none"> • The ownership of the unit of the applicant by comparing with the Revenue record or location of the village etc., in case of Drinking waters supply. • Preparation of site map showing the applicant unit, waterworks location, RD of outlet, canal, pipeline/watercourse. b. JE will check and report <ul style="list-style-type: none"> • The RD of the outlet, • Water availability in the canal, • Command, if required, • Report regarding the water conveyance system from outlet till the unit i.e. length of pipeline or watercourse on the site map which is proposed by the Zileadar. • Calculation of discharge and charges. The joint report must check and report regarding the purpose of supply. The report be submitted to the concerned SDO.	T3=T2+4
iv. Sub Divisional Officer will check and verify the reports submitted by the concerned Zileadar and JE alongwith the details of the application. The case then alongwith recommendation be forwarded to the concerned Executive Engineer.	T4=T3+1
v. The concerned Executive Engineer (Field) will check and verify the reports and will forward the case to concerned Superintending Engineer with recommendation.	T5=T4+1
vi. The concerned Superintending Engineer will check and verify the reports and will forward the case to Executive Engineer/Canals (HO) with recommendation.	T6=T5+1
Final clarification/query: i. XEN/HO will raise observation to the applicant within 2 working days and on receipt of response seek final clarification from the applicant within 3 working days <i>Thereafter ,no further clarification or query can be raised by the Department to the applicant.</i> ii. The concerned Executive Engineer/Canals (HO) will mark the case to ADE/Canals for checking of the case and put up the draft NOC. The case will be forwarded to XEN/Canals.	T7=T6+3

iii.	XEN/Canals will check the report and forward the case to CE/Canals.	
4. Approval/Rejection		
i.	Chief Engineer/Canals shall approve/reject/forward the case to Govt. for approval as per policy.	T8=T7+1
ii.	Principal Secretary shall approve/reject/forward the case to Hon'ble Water Resources Minister for approval. Hon'ble Water Resources Minister shall approve/reject the case.	T9=T8+4

Total No. of days required = **17** working days (14 days upto Chief Engineer/Canals)

In case application is not processed within 17 working days, it will be approved on deemed basis automatically .

Note:

A. Withdrawal of Applications

All the regulatory application submitted on IP-BFP Portal will provide the applicant the option of withdrawing the application when the application is pending for observations/clarification at applicant end. The application can be withdrawn at:-

Scrutiny stage in case the applicant is unable to complete the application or provide requisite documents, or

- i. Processing Stage when an observation or clarification is raised to the applicant and the applicant is unable to provide the requisite response or doesn't have the necessary compliance.

In case of withdrawn application, the applicant will always have to submit a new application when he is ready to pursue the regulatory clearance.

Note-: In case of withdrawal of the application the processing fees will be non refundable.

B. Deactivation of Application mechanism:

In case an application is pending at applicant end for resolution of observations/clarifications for **90** days and there is no response or action from applicant on the application, then three reminders will be sent every **7** working days to the applicant to respond to the observations else the application will be deactivated from the system. If no response is received after the three reminders, the application will be deactivated. After deactivation, if application remains inactive for the next **90** days then the application will be closed. The applicant will have to submit a fresh application whenever he wants to pursue the regulatory clearance as the facts of the case would have changed and under no scenario a closed application can be revived.

Note-: In case of deactivation of application the processing fees will be non refundable.

C. Escalation Mechanism for Rejection

Any of the regulatory applications if to be rejected can only be rejected by the HOD (Head of Department) (Principal Secretary or Chief Engineer/Canals) or the final approval issuing authority of the respective clearance. The other officers in the workflow may propose the case for rejection, which will be escalated to HOD who will review and issue the rejection if

found appropriate. Else the HOD may direct the concerned to re-examine the case if grounds of rejection are not considered appropriate.

A case while proposed for rejection cannot be deemed approved while still being reviewed by HOD for further action. The HOD may have **2** working days to decide a case proposed for rejection.

The rejection may be in the following cases:

- i. During scrutiny stage, the application may be rejected if the applicant fails to submit complete application after raising observations twice on form level fields or required documents.
- ii. During the processing stage after the applicant has responded to the observation as well as final clarification, if the case is yet not fit for approval, the same may be rejected on merits/demerits.

Note-: In case of rejection of the application the processing fees will be non refundable.

Chandigarh
The 14th May, 2025

KRISHAN KUMAR, IAS
Principal Secretary, Govt. of Punjab,
Department of Water Resources, Chandigarh

ANNEXURE-A1

Details of Case

1. Name of Case: _____
2. Name of Applicant: _____
3. Location of unit, Village/city: _____
4. Purpose of canal water usage: Drinking water/Power Plants/ Industries and any other Commercial use/ Packaged Drinking Water and Beverages/Any other (specify):

5. Name of canal and RD: _____
6. Discharge required (in cusecs): _____
7. If water is going to be released back in system then volume of water to be released back:

8. Type of application: New application/Application for Enhancement of water supply discharge/Reduction in water supply discharge/Change in RD of the canal etc.:

9. If Enhancement/reduction of water supply discharge from existing outlet/Change in RD of the canal, details: From _____ to _____
10. Site (include village name,):

11. In case of Enhancement/reduction of water supply discharge from existing outlet/Change in RD of the canal: Details of previous obtained approval annexing its copy:
 - a) NOC number: _____
 - b) Date: _____
12. Validity of previous agreement/contract (if renewal case): _____
13. Whether processing fees etc. is to be paid (if yes, Attach proof): _____
14. Calculation of departmental charges to be levied as per Punjab Govt. Notification No. WR-IRWRO14/2/2024-IW2/451 DATED 30.01.2024 :

Name of Canal & RD: _____

Discharge of water required (in cusecs): _____

Days in 1 year: _____

Rate of water as per Notification with units: _____

Calculation of rate for 1 year:
Rate for 1 year calculated (in Rs.): _____
15. Conditions to be levied:

Sub-Divisional officer

Name of Sub-Division:

Executive Engineer

(Signature with stamp)